CONO – Component Notes

*This screen is used for documenting additional information regarding components via the EMPL (Employability Plan/FIA) screen. After initial entry, notes are accessed via CANS (Case Note Summary) and are identified by a * to the left of the I/C/D field on CANS.*

```
CONO                      COMPONENT NOTES                07/24/02 10:54:08
FA                                                         KIM    C
CASE NUMBER: 000028     CASE NAME : GRISWOLD         CLARK
ENTRY DATE : 072402     ENTERED BY: CROSS            KIM
          TIME : 10:54:08 LAST UPDATE: 000000        AMEND CASE NOTE: N
DESC: SHORT TERM TRAINING DETAILS    PGM: AF SUBTYPE:   BENEFIT MM: 0702
CLARK IS GOING TO ATTEND A CLASS THAT IS NECESSARY TO BECOME AN EMT.
HE WILL ATTEND CLASS EVERY MONDAY, WEDNESDAY AND FRIDAY FROM 10 – NOON,
UNTIL AUGUST 30.




















** COMPONENT NOTE **                                      ACTION TYPE: ADD
PRESS ENTER TO UPDATE, F6 TO WORD WRAP, OR F9 TO RETURN.
```

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields

DESC

> The description or 'title' for the Component Note is entered here.

NOTE (blank area below DESC)

> Descriptive comments are entered in the blank area below the description. There are 80 spaces per line.

Optional Fields

AMEND CASE NOTE

> This field defaults to 'N' but can be updated to 'Y' if a component note amendment is needed.

Display Fields

CASE NUMBER

The TEAMS case number is displayed.

CASE NAME

The case name (Primary Information person) is displayed.

ENTRY DATE

The date the component note was originally entered is displayed.

ENTERED BY

This field displays the name of the person who entered the note (Last, First).

TIME

This field displays the time the note was originally entered.

LAST UPDATE

This field displays the date of the last update to the note.

PGM

The Program Type code is displayed in this field.

SUBTYPE

(This field is not currently being used for Component Notes.)

BENEFIT MM

(This field is not currently being used for Component Notes.)

Navigation Fields and Fkeys

ENTER	The Enter key stores the note to TEAMS.
F6	The F6 key inserts appropriate line breaks.
F9	The F9 key returns to the previous screen.
F10	The F10 key accesses the CANO (Case Notes) screen, to add a case note.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.